



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
16 EDISON DRIVE
AUGUSTA, MAINE
04330

MICHAEL F. KELLY
COMMISSIONER

ANGUS S. KING, JR.
GOVERNOR

**Maine EMS Examination Committee Meeting
Tuesday, February 19, 2002
Maine EMS Conference Room, Augusta**

JAY BRADSHAW
DIRECTOR

Minutes

Present: J. Vaniotis – Chair, G. Utgard, D. Bahr, D. Gilman, J. LeBrun, B. Mullis (alt. for D. Bahr), B. Hawkes

Absent: R. Dougherty, K. Roderick

Staff: D. White

1. Call To Order - The meeting was called to order at 9:35 a.m.

It is noted that B. Mullis is present as the voting alternate for D. Bahr.

K. Roderick notified staff that she would not be attending the meeting.

A. Introductions – Robert Hawkes was welcomed to the Committee as the Level III Instructor Coordinator representative. Mr. Hawkes is a Paramedic and is the director of the Southern Maine Technical College Paramedic program.

B. Assign Timekeeper – G. Utgard

C. Additions/Deletions to the Agenda – None

2. Minutes – January 16, 2002, meeting minutes - review for acceptance

The minutes of the January 16, 2002, meeting minutes were reviewed.

Motion: To accept the minutes of the January 16, 2002, meeting (Utgard;Gilman - motion carries).

3. Old Business

A. Exam Administration Manual (EAM)

The Committee continued its work on the Exam Administration Manual.

Work commenced with a review of appendices.

Appendix A – The Exam Security Policy, which now includes security provisions for answer keys, was approved.

Appendix B – The changes to the Functional Position Description (FPD) regarding minimum age requirements for ALS courses, were approved. The FPD will now be sent to the Board for final approval of the changes.

Appendix C – K. Roderick forwarded copies of the instructions for completing the EMT-B assessment exam application and the First Responder application. Final review will be completed when K. Roderick is in attendance.

Appendix D – It was noted that instructions for completing the EMT-B answer sheet need to be included.

Appendix F – J. LeBrun indicated that the *Instructions to Proctors and Candidates for Written Exams* needs to include information on how exam results are obtained by the candidate. Also, the manual should be modified to reference this appendix.

Work will continue on the manual at next month's meeting.

4. New Business

A. Exam Security Issues

Staff reported that a breach of exam security had occurred. Staff will have a full report to the Committee at next month's meeting.

5. Next Meeting

The next meeting will be held on Tuesday, March 19, 2002 from 9:30 a.m. – 12:30 p.m.

A. Set Agenda - Next agenda to include: Exam Administration Manual, and Exam Security

6. Adjournment - The meeting was adjourned at 12:25 p.m.

Respectfully submitted,

Drexell White